



TENNIS COURT RESERVATION APPLICATION

PARKS AND RECREATION SERVICES

RENTAL REQUEST STATUS

Private Rental

Commercial Rental
(includes tennis lessons)

Non-Profit Organization
(must provide non-profit status letter / number)

Application Date: _____

Non-Profit No: _____

MAIN CONTACT NAME:			
Company (if applicable):			
Main Contact Home Address:	City:	State:	Zip:
Main Contact E-Mail Address:	Main Contact Phone #(s):		

TENNIS COURT REQUESTS

DATE	COURT	START TIME	END TIME	HOURLY RATE Per Court	DATE	COURT	START TIME	END TIME	HOURLY RATE Per Court

POLICIES AND PROCEDURES: Reservations are confirmed once the application has been submitted, fees are paid, and you have received a reservation permit. No refunds, unless rained out. Tennis court reservations are posted and have priority over non-reservations; bring a copy of your permit with you. For detailed information, please review the attached *Tennis Court Rules and Regulations*.

INSURANCE REQUIREMENTS: The City of Orinda requires permit users to provide a "Certificate of Liability Insurance" naming the City of Orinda as an additionally insured. You may provide insurance through your homeowner's insurance; the certificate must include the City's address, 28 Orinda Way, Orinda, CA 94563. In lieu of providing proof of insurance, permit users may sign a Waiver of Liability.

Form of Insurance? Will provide Certificate of Liability Insurance Will sign Waiver of Liability

Customer Signature

City of Orinda Staff Signature

Today's Date

MAIL APPLICATION & PAYMENT TO: Orinda Community Center, 28 Orinda Way, Orinda CA, 94563

CHECK PAYMENT: Please make all checks payable to *City of Orinda*. The check must be received and processed before the reserved date. If payment has not been received, the City will cancel the reservation 24 hours before.

CREDIT CARD PAYMENT: Please check here if you would like to pay by credit card. Once we have received and processed your application, you will receive an email to process payment online. If needed, the office can assist over the phone by walking you through the process online.



TENNIS COURT RULES AND REGULATIONS

PARKS AND RECREATION SERVICES

The following rules and regulations are for the benefit and protection of all players:

1. Court 1 is reserved for instruction. A schedule of recreation classes is posted and has priority for usage. The public is welcome to use court 1 when classes are not in session. The City reserves the right to use courts 2 and 3 for special programs or make-up lessons. Additional use will be posted.
2. As a general rule, the City will reserve / and or program up to 2 tennis courts at a time. The City generally keeps 1 tennis court open for drop-in, public use. *There may be a time in which department programming will supersede drop-in availability (ex: youth camps).
3. Court 1 is available for pickleball use; all tennis court rules still apply.
4. Tennis court reservations are posted and have priority over non-reservations. Reservations can occur between the hours of 8:00 a.m. and 10:00 p.m. To reserve a tennis court contact the Orinda Parks and Recreation Department by email at orindaparksandrec@cityoforinda.org or call (925) 254-2445.
5. Tennis light cards for evening use are available for purchase through the Orinda Parks and Recreation Department. An alarm will sound when 5 minutes of light time remain.
6. Private instruction is only allowed with a valid permit issued by the City and a "Certificate of Liability Insurance" naming the City of Orinda as an additionally insured is required. The certificate must include the City's address, 28 Orinda Way, Orinda, CA 94563.
7. Players waiting to use courts must establish their own priority for court use. When players are waiting, play is limited to 45 minutes for singles and 1 hour and 15 minutes for doubles.
8. Courteous play and courtesy in the use of the courts is expected of all players.
9. All players must wear non-marking rubber-soled shoes.
10. Glass containers, chairs, baby strollers and pets are not permitted on the courts.
11. Wheeled vehicles, skates, skateboards or play other than tennis and/or pickleball is not permitted.